

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



CLASSIFICATION: Associate Governmental Program Analyst (\$4400 - \$5348)

LOCATION: California Department of Veterans Affairs
Division of Farm and Home Purchases
 Home Protection Unit – Sacramento Headquarters

WHO SHOULD APPLY:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY.

If you are not a current state employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the CDVA, please visit our website at www.cdva.ca.gov or to view examinations offered by all State departments, please visit the State Personnel Board at www.spb.ca.gov.

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Manager of the Home Protection Administration Unit, the Associate Governmental Program Analyst (AGPA) must work independently to provide information to Farm and Home Management and all other agencies that monitor the Home Protection program.

- Analyze and process Fire and Hazard and Disaster insurance corrections in the MITAS system, to refund overpaid premiums and to adjust for charges for unpaid premiums.
- Formulate special reports from MITAS and provide information to Management.
- Assist the Home Protection Manager, Loan Services Operations Manager and the Division Chief on all issues related to the Home Protection Programs.
- Verify that all information on the Monthly Fire and Hazard Insurance Renewals is accurate and make corrections if necessary before Accounting creates the actual disbursements. Process and reconcile Life and Disability premium refunds.
- Prepare spreadsheets using MITAS data to analyze and correct discrepancies in other areas such as square footage, date of birth, and mortgagor mailing addresses.
- Set up new premium policies as required and delete insurance information on payoffs so system will not automatically reinstate premiums. Work with Accounting to process refunds and other adjustments.
- Communicate in writing, verbally and via telephone with Cal-Vet contract holders and their agents/contractors regarding their insurance coverage.

HOW TO APPLY: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs-Human Resources Division
 1227 O Street, Room 404
 Sacramento, CA 95814
 Attn: **Juanita Rios, M80 #239 08-09**

Inquiries
 Voice: (916) 653-2535
 TDD: (916) 653-1966

FINAL FILE DATE: April 27, 2009

NOTE: In line #12 of the State Application, you must reference M80 #239 08-09, clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. Psno: 831-111-5393-802 RELEASED: 4.09.09